Volunteer role profile



Role:	Community Committee Secretary
Team:	Communities and Volunteer Engagement

Volunteers are crucial to our work. We can't achieve our vision of a safe and healthy world of work without your help, knowledge, and expertise.

Role Overview

The **Secretary** plays an essential role in supporting the Chair and Vice Chair by coordinating communication, maintaining records, and ensuring committee effectiveness to achieve its aims which are aligned with the IOSH Strategy and Charitable Objects.

Your committee's primary purpose will be to deliver a programme of continuing professional development (CPD) and networking events and activities to add value to IOSH membership, contribute to membership growth and advocate for the profession as a career.

Role Responsibilities

Meeting administration

- Schedule meetings and share meeting arrangements where required.
- Send out confirmed agendas and supporting documents in advance of committee meetings where required.
- Record attendance, decisions, actions, and progress during meetings where required.
- Ensure activities are undertaken in accordance with organisational guidelines and policies.

Communication

- Share meeting outcomes promptly with the committee and relevant stakeholders where required.

- Draft and circulate communications, notices, and updates as required.
- Manage correspondence with members and stakeholders and file documentation as required.

Support Committee effectiveness

- Support the Chair and Vice Chair to manage committee engagement and identify and raise recurring issues that may impact committee performance.
- Suggest improvements to processes and help implement changes.

Person Requirements

- Continue with professional development (CPD) according to the requirements of your grade.
- Strong communication and organisational skills.
- Able to use technology and common software. For example: Microsoft Teams, Zoom, Outlook - (basic training can be provided if required).

Commitment

We hope you can stay for a term of two years in this role to get the most out of the experience.

Time commitment is approximate to two to four hours per month depending on frequency of committee meetings in addition to events/ activities planned.

Committee meetings and events may be a mixture of both in-person and virtual.

Our shared values

We've created a set of values to inspire and unite the OSH profession.

- **Act with integrity** – we stay true to our beliefs, our dedication to workers' safety and our commitment to continuously champion workers' safety and health.

- **Always be inclusive** – we champion a world of work where everyone can be their **authentic** self and are utterly **committed** to protecting the right for everyone to feel safe and **empowered** in the world of work.

- **Together we innovate** – we **empower** organisations to face an ever-changing and pressurised world through **collaboration** and **communication**. We're committed to developing successful **solutions** that are dynamic and innovative.

What's in it for you

- Make a real difference – help create safer, healthier workplaces worldwide.
- Enhance your CPD – keep your professional development moving forward.
- Personal growth – strengthen your confidence, feel valued and be part of a supportive team.
- Expand your network – connect with OSH professionals from around the globe.

Our Responsibilities

- Meet our legal duty of care to you as a volunteer.
- Provide an informal induction into your role.
- Reimburse out-of-pocket expenses in line with the appropriate business rule.
- Consult with you about changes that affect your volunteering.
- Treat you with respect, and in accordance with our equality and diversity policy.
- Respond to your queries or concerns as quickly as we can.

If you would like further information about this role, please email: Communities@iosh.com